SAN DIEGO
Community College District

EDUCATIONAL SERVICES

To: Counselors

From: Victor DeVore, Dean, Student Services

Dr. Shelly L. Hess, Dean, Instructional Services

Date: October 29, 2026

Subject: New Petition Process for International Degree Equivalency for the Paralegal Certificate of Achievement

A new student petition process is available for students requesting to use an international degree equivalent to an associate degree or higher toward the degree requirement for the Paralegal Certificate of Achievement.

Please guide students through the following steps:

1. Access the Student Petition form via the Student Petition Link
2. Fill out the information on the form
3. In the *Type of Petition dropdown menu*, select "Petition to Use International Degree Equivalency for Paralegal Certificate of Achievement."
4. Attach a copy of the comprehensive international degree evaluation showing equivalency to an associate degree or higher. The student or campus staff may attach this documentation.
5. Click Send to submit the petition.

The petition will be routed to the program director and dean overseeing the Paralegal program for approval or denial.

If approved, an evaluator will enter an advising note confirming that the international degree may be used to meet the certificate's degree requirement. The note will also explain that the approved petition will be applied at the end of the student's semester of graduation, once all certificate requirements are complete.

Please remind students that approval of this petition addresses the international degree requirement; students must still complete all remaining requirements for the Paralegal Certificate of Achievement.

Thank you for helping students navigate this process and submit the required documentation.